

## AMS CHANGE REQUEST (CR) COVERSHEET

**Change Request Number:** 14-50

**Date Received:** Jun 19, 2014

**Title:** Updates to Real Estate Templates

**Initiator Name:** Caitlin Phillips

**Initiator Organization Name / Routing Code:** ALO- 200

**Initiator Phone:** 828-291-1470

**ASAG Member Name:** Irene Langweil

**ASAG Member Phone:** 202.267-3888

**Guidance and Policy must be submitted with separate CR coversheets**

Policy

**Or**

Procurement Guidance

Real Estate Guidance

Other Guidance

### **Summary of Change:**

Updates to the Real Estate Templates are required as a result of updated information from customers, Real Estate Contracting Officers, and Legal Counsel.

### **Reason for Change:**

ALO-200 is revising the Real Estate templates to address concerns expressed by the Legal Counsel and Real Estate Contracting Officers over the past fiscal year.

### **Development, Review, and Concurrence:**

ALO-200, ALO-300, AGC-520, WLSA, ELSA & CLSA

### **Target Audience:**

Real Estate Contracting Officers

**Briefing Planned:** No.

**ASAG Responsibilities:** None.

**Section / Text Location:**

Existing Templates:

1.3.5 - File Checklist: Land Lease and MOA with Narrative

1.3.6 - Contract Checklist: Land Lease/MOA

1.3.15 - File Checklist: Outgrant (Land)

1.3.19 - Contract Checklist: Easement

2.6.9 - Small Space Lease

2.6.12 - Solicitation for Offers

2.6.13 - Supplemental Lease Agreement (SLA)

2.6.19 - Contract Checklist: Space Lease

2.6.20 - File Checklist: Space Lease

2.6.26 - File Checklist: Outgrant (Space)

2.6.27 - File Checklist: Small and Antenna Space Lease

New Templates:

2.6.9.1 - Small Space Lease Instructions and Prescriptions

2.6.9.2 - Small Space Lease Reference Clauses

3.2.4 - Contract Review Form

3.2.5 - File Review Form

**The redline version must be a comparison with the current published FAST version.**

I confirm I used the latest published version to create this change / redline

**Or**

This is new content

**Links:**

<http://fast.faa.gov/RealEstateTemplates.cfm>

**Attachments:**

Redline and Final documents.

**Other Files:**

None.